

Job Description  
Covenant Pastor for Congregational Life  
First Presbyterian Church, Richmond, VA

First Presbyterian Church is a vibrant Christian community located in Richmond, Virginia where all are welcome. The mission of First Presbyterian Church is to inspire faith in Jesus Christ, nurture disciples of Jesus Christ, and to serve the world God loves to the glory of God. In our life together, we seek to be grounded, growing and generous followers of Jesus. We are committed to respecting one another and are strengthened and inspired through worship, study, fellowship, prayer, and service.

Congregational Life describes both the dynamic nature of the ministry and mission of the congregation as well as the ways the church seeks to support FPC members in their daily lives. This area of church life includes pastoral care, activities that engage all members of the congregation, and the membership process. Pastoral care is provided by all pastors as well as active deacons through the Neighbors at First program. Congregation-wide activities include regular programs such as the Sunday's Cool Café on Sunday mornings September - May and post-worship dinner on Sunday evenings September - May; events such as the annual meeting in late January, retreats, lecture series, and concerts; and fellowship events such as the parking lot lunch on World Communion Sunday. The membership process describes the various phases for those who choose to formally affiliate with the church, from the discernment stage to Discover First classes, to reception by the Session, to becoming an active and engaged member.

The Covenant Pastor for Congregational Life will work with the Congregational Life Council and the Board of Deacons to set the vision and strategy for congregational life, including systematizing and overseeing pastoral care; planning and implementing congregational events; and designing a membership process that engages potential members, those interested in joining, and new members in the life of the church.

We are currently in a phase of discernment and reorganization of our pastoral care, membership, and fellowship ministries, and for this role we are seeking a Spirit-led, compassionate, creative individual with the ability to envision possibilities and design effective and sustainable systems that utilize the gifts and abilities of both staff and members.

This may be a full-time (45-50 hours per week) or, for a candidate desiring increased flexibility, a three-quarter-time (35-40 hours per week), ordained (or ordination-eligible) position, subject to the Presbytery of the James guidelines for Covenant Pastor 2 role, which is a 12-month agreement governed by minimum compensation guidelines of the presbytery and optional benefits. The 12-month covenant may be renewed annually or, with Presbytery and congregational approval, become eligible for an installed associate pastor position. Salary will be commensurate with experience.

#### Essential Functions:

- Develop a system to oversee and provide pastoral care for all members of the congregation, utilizing each of the four pastors as well as the active deacons through the Neighbors at First program.
- As part of the pastoral care system, effectively provide pastoral care to FPC members in collaboration with the staff and deacons.
- Work with the Congregational Life Council leaders to develop a clear mission and vision for this ministry, grow the council with new volunteers, and create committees or task forces to implement effective Congregational Life programs.
- Oversee the Board of Deacons, supporting and collaborating with the Deacon Moderator to design meetings that train and support the ministry of these ordained leaders.
- In collaboration with the Covenant Pastor for Discipleship, plan and execute congregational retreats, annual lecture series, and other special events (including seasonal events such as J-term and Lenten offerings).
- Work with the Congregational Life Council and Deacons to run the Sunday's Cool Café and Sunday evening dinners in an effective and financially sustainable manner.
- Support and collaborate with the Congregational Life Council and Diaconate to determine and work within the annual budgets for these ministry areas.
- Provide regular worship leadership and occasional preaching (4-6 times a year).
- Attend weekly staff meetings, weekly senior staff worship meetings, monthly Deacon meetings, monthly Session meetings, and meetings of the Congregational Life Council and Coordinating Council as scheduled.
- Be an active participant, colleague, and collaborator with staff at all levels.

#### Core Competencies:

- Planning and Implementation
- Developing Volunteers
- Pastoral Care
- Worship Leadership
- Organization
- Budget Management

#### Direct Reports:

- Executive Administrative Assistant (shared supervision with Head of Staff and Director of Administration)

To apply, please send cover letter and resume to [fpcCongLife@gmail.com](mailto:fpcCongLife@gmail.com).